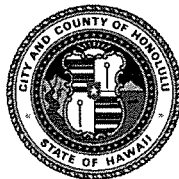


DEPARTMENT OF TRANSPORTATION SERVICES
CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET, 3RD FLOOR
HONOLULU, HAWAII 96813
Phone: (808) 768-8305 • Fax: (808) 768-4730 • Internet: www.honolulu.gov

KIRK CALDWELL
MAYOR



MICHAEL D. FORMBY
DIRECTOR

MARK N. GARRITY, AICP
DEPUTY DIRECTOR

November 15, 2013

The Honorable Ernest Y. Martin, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED
CITY CLERK
C & C OF HONOLULU
2013 NOV 22 PM 4:03

Dear Chair Martin and Councilmembers:

SUBJECT: Draft Resolution Relating to the Fiscal Year 2014
Overall Work Program

Pursuant to Section 4-2.2, Revised Ordinances of Honolulu 1990, as amended, we are transmitting a draft resolution to approve the following attached new Work Elements (WE) involving the City for inclusion in the Fiscal Year (FY) 2014 Overall Work Program (OWP).

The OWP is a document mandated by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for metropolitan planning areas. It describes all metropolitan transportation planning activities, and documents those planning activities to be performed with Federal highway and transit funds.

The OWP is prepared annually by the Oahu Metropolitan Planning Organization (OahuMPO) in cooperation with its participating agencies. New work elements and ongoing work elements requiring additional Federal funding in FY 2014 are numbered with a "-14" suffix.

For the FY 2014 OWP, the Department of Transportation Services proposed one work element (see attached), Complete Streets Implementation Study for \$400,000 in federal funds and \$100,000 in local funds, for a total of \$500,000.

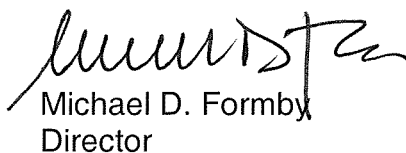
The Honorable Ernest Y. Martin, Chair
and Members
November 15, 2013
Page 2

WE 203.05-14 Complete Streets Implementation Study will provide the City and County of Honolulu with a framework to implement the Complete Streets Ordinance 12-15. We are providing a copy of the FY 2014 City involved work element for your information.

If approved by the City Council, the resolution will be forwarded to the OMPO. We ask for your prompt and favorable consideration of this request so we can submit the approved City work element to the OMPO.

Should you have any questions, please call me at Local 88303.

Very truly yours,

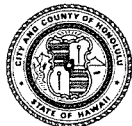

Michael D. Formby
Director

Attachments

APPROVED:



Ember Lee Shinn
Managing Director



RESOLUTION

APPROVING NEW CITY INVOLVED WORK ELEMENTS FOR INCLUSION IN THE FISCAL YEAR 2014 OVERALL WORK PROGRAM.

WHEREAS, Part 450 of Title 23, Code of Federal Regulations (CFR), and Part 613 of Title 49 CFR, set forth regulations governing the development of a Unified Planning Work Program (UPWP) by a metropolitan planning organization; and

WHEREAS, the federal regulations require that the UPWP describe all metropolitan transportation planning activities and document those planning activities to be performed with federal highway and transit funds; and

WHEREAS, the UPWP for Oahu (Overall Work Program) is prepared annually by the Oahu Metropolitan Planning Organization (OMPO) in cooperation with its participating agencies; and

WHEREAS, the Fiscal Year 2014 OWP will identify new planning projects proposed to receive federal funding assistance; and

WHEREAS, Section 4-2.2 of the Revised Ordinances of Honolulu 1990, as amended, requires that all City projects for which assistance is desired under any federal act, program or regulations involving or affecting the OMPO shall be initiated by submission of the proposed project to the City Council for its prior approval; and

WHEREAS, Section 4-2.2 of the Revised Ordinances of Honolulu 1990, as amended, authorizes the Director of Transportation Services to forward the proposed projects approved by the City Council to the OMPO for appropriate review and action; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that the new City involved work elements for Fiscal Year 2014 set forth in Exhibit I hereto are hereby approved; and

BE IT FURTHER RESOLVED that the Director of Transportation Services may make minor or editing changes to the work elements set forth in Exhibit I hereto, provided that no substantive additions or deletions shall be made; and



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. _____

RESOLUTION

BE IT FINALLY RESOLVED that the Clerk is directed to transmit certified copies of this resolution to Mr. Michael D. Formby, Director, Department of Transportation Services and Mr. Brian Gibson, Executive Director, Oahu Metropolitan Planning Organization, Ocean View Center, 707 Richards Street, Suite 200, Honolulu, Hawaii 96813.

INTRODUCED BY:

DATE OF INTRODUCTION:

Honolulu, Hawaii

Councilmembers

Exhibit I

LIST OF NEW CITY INVOLVED WORK ELEMENTS
FOR INCLUSION IN THE FISCAL YEAR 2014 OVERALL WORK PROGRAM

Work Element Number	Title
203.05-14	Complete Streets Implementation Study



Complete Streets Implementation Study

(Programming of this work element is contingent upon the identification of local match to support the project prior to final approval of this work plan.)

WE Number	203.05-14	Time Period	July 1, 2014 – June 30, 2016
Agency	DTS	Phone Number	808-768-8304
Coordinator	Mark Garrity	Fax Number	808-768-4730
Position	Deputy Director	Email Address	

Objectives:

- To implement the goals and requirements of the Complete Streets ordinance as it applies to existing streets.

Project Description:

The Complete Streets Implementation Study will provide the City & County with a framework for implementation of the Complete Streets ordinance. The steps of the Study will be as follows:

1. Establish benchmarks for measuring progress based on the objectives described in Section 14-X.2(b) of the Complete Streets ordinance.
2. Ascertain the existing conditions to establish a baseline from which the City & County will determine extent of needs and estimate cost of enhancements; baseline to be used to track improvements made over time.
3. Determine roadblocks or barriers to implementation of Complete Streets, which may be physical and/or institutional.
4. Examine opportunities to integrate multimodal improvements into projects that originate outside the scope of Complete Streets.
5. Coordinate with various City & County departments and other agencies as appropriate.
6. Prepare a plan to Implement Complete Streets concepts and principles on existing streets:
 - o prepare order-of-magnitude cost estimates;
 - o establish criteria for prioritizing projects (e.g., outcomes including safety, cost, feasibility);
 - o prioritize projects; and
 - o establish timing and schedule for completion.
7. Select one urban corridor and conduct a vision study that will illustrate how Complete Streets principles can be applied over time to an existing street. Steps will include:
 - o Meet with stakeholders and the general public to garner opinions and ideas for the selected corridor;
 - o Produce illustrative plans and drawings that support the vision of the stakeholders and public, and demonstrate how Complete Streets principles can be applied in a specific, existing street; and
 - o Prepare preliminary cost estimates and schedule for completion
8. Produce draft and final reports

Work Products/Outcomes:

The Study will provide a framework/roadmap for implementation of the Complete Streets ordinance into transportation projects in Honolulu. Work products will include a draft and final report that includes sections on benchmarks, existing conditions, constraints, opportunities for integration with existing and future projects, potential stand-alone projects, cost estimates, prioritized list, schedule, and a vision study for one urban corridor.

Project Justification:



Ordinance 12-15, signed into law in 2012, established a Complete Streets policy for the City & County of Honolulu. As per the ordinance: "Under this policy, the city hereby expresses its commitment to encourage the development of transportation facilities or projects that are planned, designed, operated, and maintained to provide safe mobility for all users. Every transportation facility or project, whether new construction, reconstruction, or maintenance, provides the opportunity to implement Complete Streets policy and principles. The Complete Streets Implementation Study is needed to provide a framework for implementation of the new law.

Previous or Ongoing Work Related to Proposed Planning Study or Project:

- Report of the State DOT Complete Streets Task Force;
- State and City and County Reports on Condition of streets;
- OMPO CAC Checklist on Complete Streets Projects;
- Results of HCPO Complete Streets Charrette on Three Problem Areas; and
- Other reports by City & County, State, and HART.

Staff Labor Commitment to the Work Element



Staff Labor To Be Used as Match



Staff Labor to be Reimbursed

Task #	Position/Agency	STAFF LABOR			FUNDING SOURCES		Total
		Hrs	\$/Hr*	Additive 53.68%	Non- Federal	Federal FHWA	
1	Planner/DTS	300					
2	Engineer/DTS	200					
3	Engineers/DDC & DFM	200					
4	Support Staff/DTS	50					
STAFF LABOR SUB-TOTAL EXPENDITURES					\$10,000	\$40,000	\$50,000
<i>*Dollar figure products may not be precise due to rounding</i>							



Work Element Tasks & Budget

Task #	Staff Labor Commitment	Estimated Completion Date	FUNDING SOURCES		Total
			Non-Federal	Federal FHWA	
1	Write RFP; select consultant complete contracting process				
2	Form and support project working group				
3	Manage consultant				
4	Participate in project working group				
STAFF LABOR SUB-TOTAL EXPENDITURES			\$10,000	\$40,000	\$50,000
Task #	Consultant Services				
5	Review previous reports; determine existing conditions (baseline) of existing streets; research roadblocks or barriers to implementation		\$18,000	\$72,000	\$90,000
6	Examine opportunities to integrate multimodal improvements into existing or planned future projects		\$5,000	\$20,000	\$25,000
7	Develop preliminary list of new stand-alone projects for integrating complete streets elements into existing streets		\$5,000	\$20,000	\$25,000
8	Prepare preliminary cost estimates		\$16,000	\$64,000	\$80,000
9	Prioritize projects based on a variety of factors (safety, cost, feasibility, etc)		\$7,000	\$28,000	\$35,000
10	Establish timing and preliminary schedule for completion		\$5,000	\$20,000	\$25,000
11	Conduct vision exercise for one urban corridor		\$18,000	\$72,000	\$90,000
12	Write Draft and Final reports		\$10,000	\$40,000	\$50,000
CONTRACT SERVICE SUB-TOTAL EXPENDITURES			\$84,000	\$336,000	\$420,000
Other Costs (e.g., software, travel, equipment, etc.)					
Travel			\$5,000	\$20,000	\$25,000
25 copies of draft report			\$500	\$2,000	\$2,500
25 copies of final report			\$500	\$2,000	\$2,500
OTHER COSTS SUB-TOTAL EXPENDITURES			\$6,000	\$24,000	\$30,000
TOTAL WORK ELEMENT COST			\$100,000	\$400,000	\$500,000

Prepared by: Mike Garrity

Date: April 4, 2013

Approved by: Mike Formby

Date: April 10, 2013



U.S. Department
of Transportation

Federal Transit Administration

Federal Highway Administration

September 6, 2013

FTA - Region 9
201 Mission St Suite 1650
San Francisco CA 94105-1839

FHWA - Hawaii Division
300 Ala Moana Blvd Rm 3-306
Honolulu, HI 96850-3306

In Reply Refer To:
HDA-HI

Mr. Brian Gibson
Executive Director
Oahu Metropolitan Planning Organization
707 Richards Street #202
Honolulu, HI 96813

Subject: FY 2014 Overall Work Program
FHWA Federal-aid Project No. PL-0052(35) & FTA 5303 (etc) Funds

Dear Mr. Gibson:

The FY 2014 Overall Work Program (OWP) for Oahu MPO is approved effective this date.

Note that planning and research funds, as defined in 23 CFR 420, shall be administered in accordance with the provisions of 49 CFR 18 and 23 CFR 420. The authorization for these work items is subject to funds availability. Obligation of these funds is subject to documented availability of state and local funds.

Work program activities approved herein must be and remain eligible under 23 USC 134, 135, 505 or 49 USC 5303-5305, 5313(b) and the provisions set forth under 23 CFR 420 and 23 CFR 450. Project funds must be obligated during the federal fiscal year in which they are approved.

Prior approval is required for the following changes to any work item:

- **Budgetary:** Increase in federal funds [49 CFR 18.30(c)(1)(i)]. Cumulative transfer among already approved work program line items of 10% of the total federal funds or \$100,000 [49 CFR 18.30(c)(1)(ii)].
- **Programmatic:** Change in the scope or objectives of activities (e.g., adding or deleting line items) [49 CFR 18.30(d)(1)]. Extending the period of performance past the approved work program period. [49 CFR 18.30(d)(2)]. Transferring substantive programmatic work to a third party (e.g., consultant work not identified in the original work program) [49 CFR 18.30(d)(4)]. Capital expenditures including purchase of equipment [OMB Circular A-87)].

Each work item that includes travel events not specifically identified in the proposal, or those items requesting travel for out of state conferences and meetings, shall be submitted to the Federal Highway Administration (FHWA) for eligibility consideration and approval prior to travel being incurred or it will be ineligible for federal funds. Detailed justification statements are required to accompany travel budgets for each out of state proposal.

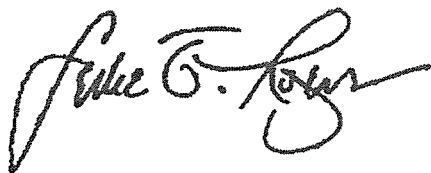
A copy of the products developed under each work item shall be submitted to the FHWA and Federal Transit Administration (FTA) in hard copy and digital formats. These products include, but are not limited to maps, plans, reports, manuals, and data bases.

All projects receiving these funds are required to include an appropriate credit reference and disclaimer statement in the work products as specified in 23 CFR 420.117(e). While the FHWA and FTA do not require a statement to be placed on routine products such as an agenda, brochures, announcements, etc., this credit reference shall be included in long-range plans, TIPs, planning and feasibility studies, as well as research products undertaken by the grantee and subgrantees.

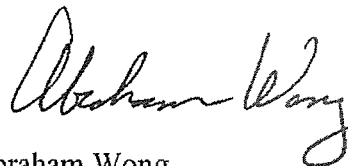
Concerns about the OWP process raised by Hawaii Department of Transportation (HDOT) through letters to the OahuMPO and to the FHWA and FTA will be addressed under separate cover.

Please do not hesitate to contact Ted Matley (FTA Region 9, (415) 744-2590) or Liz Fischer (FHWA Hawaii, (808) 541-2325) for assistance.

Sincerely yours,



Leslie T. Rogers
Regional Administrator
Federal Transit Administration



Abraham Wong
Division Administrator
Federal Highway Administration Hawaii

By email (Brian.Gibson@oahumpo.org)

cc: By email

OahuMPO: Randolph Sykes, Marian Yasuda, Marian Ching

HDOT: Glenn Okimoto, Jadine Urasaki, Alvin Takeshita, Ken Tatsuguchi

FTA-Region 9: Ted Matley, Ray Sukys, Leslie Rogers

FHWA-HEPP: Lorrie Lau

FHWA-HI: Abraham Wong, Mayela Sosa, John Turner, Liz Fischer